

**Sheffield Planning Board  
Meeting January 17, 2006**

**Meeting called to order at 7:30 PM**

**Attending: Rene Wood, Fred Gordon, Dan Moulton, Bart Elsbach and Francis Nourse**

**Sign in sheet attached**

**Minutes of the January 3, 2006 regular meeting were reviewed and accepted as corrected.**

**Joint meeting with the Select board:**

**1. Associate Member Discussion:**

**Robert Pasqualina (RP) was nominated as Associate Member to the Planning Board. He is a resident of Ashley Falls since 1994 has been involved in the community and has corporate experience. He loves the area and would apply common sense.**

**Dave Macy stated that it would be good for him to be at the upcoming public hearings so that he would be prepared in case one of the regular members can not attend.**

**RP stated he has commitments to the Ashley Falls Historic Commission the second Tuesday of the month. This would not interfere with regularly scheduled Planning Board meetings.**

**F. Gordon expressed that he would welcome RP to the board and there is a learning curve for procedures and rules.**

**D. Macy motioned to appoint RP the Associate Member to the Planning Board. Julie Hannum seconded the motion and the Select Board unanimously approved the appointment.**

**2. Implementation Advisory Committee:**

**IAC Training Session Date Selected:**

**1<sup>st</sup> choice – Monday, February 13, 6PM – 9:15PM, 2<sup>nd</sup> floor Select Board meeting room;**

**2<sup>nd</sup> choice – Tuesday, February 14; same time and place.**

**Kathy Orlando will work with Fred Gordon to make arrangements to videotape session.**

**2006 Timeline and Initial Charge document. Comments were:**

- **Consensus that document was excellent.**
- **Suggestion that verbal reports be given 1-2x/year at joint Select Board and Planning Board meeting, along with periodic written briefs. Verbal reports would facilitate two-way communications and an opportunity for such information to be televised to townspeople.**

- Question regarding how frequently Jeanne Armstrong will be attending meetings in Sheffield? Consensus that due to funding, Jeanne's presence at meetings be flexible so she can be available when her "focusing" skills are required.
- How to provide the IAC with the authority required by its charge when it has no statutory authority?
- Given JA's verbal communications with IAC co-chairs, how will these communications be shared with all IAC and sub-committee members? Focus on the need for a communication process to keep all members informed.
- How does the IAC respond to other opportunities as they arise? The example of a housing grant becoming available was given as such an opportunity.

#### **Recruitment for IAC:**

- The following people have volunteered: Tammy Blackwell (strong co-chair candidate with Don Ward discussed as other co-chair); Kathy Orlando, Bob Pasqualina (PR); Bart Elsbach (Planning Board) and Janet Stanton (Select Board, with another member to attend when she is not available).
- The following people are being asked if interested, by the following: Don Ward (as co-chair, the Select Board); Peter Cherneff (Janet Stanton); John James or Kathie Ness (Rene Wood); Rusty Mott (Kathy Orlando); Neal Chamberlain (Janet Stanton); Jeff Steele (Janet Stanton); Martha Williamson (Julie Hannum); Frank Garretson (Rene Wood); Louie Agari (Janet Stanton); Harry Conklin (Bart Elsbach). Target date for getting answers is January 25<sup>th</sup>. Answers will be sent to [renewood@aol.com](mailto:renewood@aol.com); she'll keep the list and let others know.
- Notice in Sheffield Times regarding IAC. Those interested have been asked to call Rene Wood.
- While people were discussed for subcommittees, it was decided this would wait.

R. Wood stated she was excited the Planning Board and Select board were working together on this project.

The January 3, 2006 minutes from the sub-division fees structure public hearing were reviewed and accepted as presented.

Michelle DeMelliar and Phil Fabres were present and expected Mike Parsons to be present to discuss a Form 'A' application and a cul de sac. There is only 72 feet of road frontage. They will meet with Mike Parsons and attend the next meeting.

#### **Susan and Robert Butler:**

F. Gordon had received an email from Tony Blair with comments to questions regarding the failure to record the special permit granted for the Alternative Lot Dimension in June of 2004 and the applying for an extension of the special permit (copy of email attached).

S. Butler stated she had not filed and could an extension be done.

F. Gordon stated that the Planning Board files the decision with the Town Clerk and after the appeal period the applicant is responsible to file the decision with the Registry of Deeds. Then the application for an extension could be applied for.

S. Butler presented the board with a letter regarding her view point and that she did not feel that she needed to file for an extension of the special permit (copy of letter attached).

**Much discussion regarding the letter from Susan Butler followed with the resolution that Susan Butler must:**

- **File the special permit for the Alternative Lot Dimension and the approved Form 'A' at the Registry of Deeds**
- **Submit an application for an extension of the special permit that was granted in June 2004 by the Planning Board.**
- **She can not apply for an extension until the original special permit and approved Form 'A' is filed with the Registry of Deeds.**
- **Until the filing process is completed the board will not discuss the submitted letter**

**S. Butler posed a hypothetical question regarding a request for an extension in 2008 if the property is not sold.**

**D. Moulton stated the board can't work with hypothetical situations for 2008 when the application has not been submitted or approved in 2006 and the question can't be answered.**

**R. Wood explained how the Alternative Lot Dimension special permit works and the time frame for its use.**

**The Butlers will be back at the next meeting.**

**Secretarial Position to the Planning Board:**

**Nadia Milleron was present and had spoken to R. Wood regarding the secretarial position that was advertised in the Sheffield Times. She stated her desire to do something constructive. She will fill out an application and submit to Bob Weitz.**

**Master Plan:**

**R. Wood asked board members to review the Master Plan final draft and note any changes or errors.**

**Planning Board Budget:**

**Budget needs to be submitted by January 20, 2006. F. Gordon had reviewed it and felt the tentative \$3550.00 was not adequate. The board discussed the expenses anticipated, postage, advertising, literature and a paid secretarial position would require a budget of \$5000.00.**

**Warrant item:**

**F. Gordon asked for the support of the Planning Board for elected officials on the Planning Board to receive a stipend of \$100.00 per year for their services.**

**The board discussed and unanimously approved the backing of F. Gordon to work with Bob Weitz to create a warrant item for compensation of \$100.00 per year for Planning Board members.**

**City Moves:**

**Public hearing is slated for February 7, 2006. Letter from Kate McCormick with clarifications of the application was received.**

**Sub Committee meetings and needs:**

- **Water supply protection meeting 1/23/06**
- **Zoning by-law review 1/25/06 7:00PM**
- **There is a need to create a sub-committee for a cell tower revision to accommodate additional carriers to existing towers. R. Wood and F. Gordon to work on this and any other volunteers would be welcome.**

**Correspondence:**

**F. Gordon contacted T. Blair regarding the Lamme Property and the question of access. T. Blair felt the frontage was illusionary and is not adequate for a Form 'A'. He will forward the opinion letter with the permission of T. Blair to Lamme.**

**Meeting was adjourned at 9:50 PM  
Respectfully submitted,**

**Daniel N. Moulton**